

Section 1 - Log in

Logging On to JPAS

To log onto JPAS:

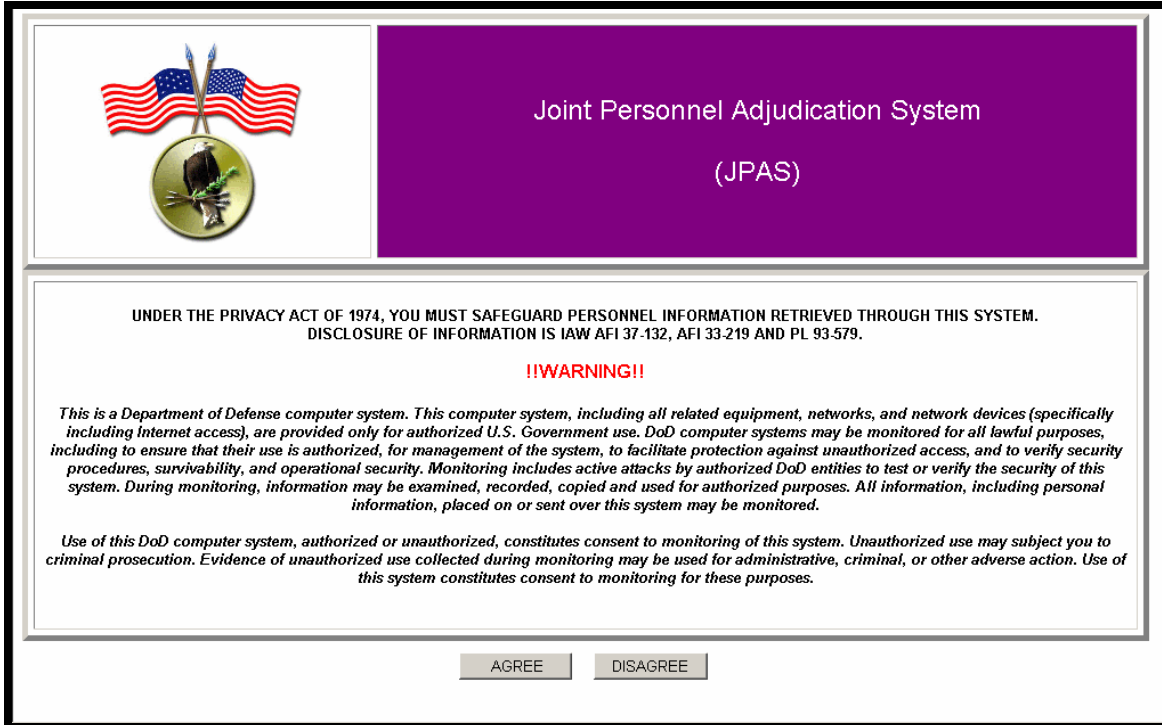
1. Open your browser and enter the address of the DSS home page, <http://www.dss.mil>, in the address window. Press **Enter**. The DSS home page appears (Figure 1). Mouse-over the applications tab near the top of the screen. Click JPAS, the JPAS page will open. You can also get to the JPAS Log in link by clicking the DISS bubble at the bottom of DSS web page and following the logical links.

Figure 1: DSS Home Page



2. Click the **JPAS LOG IN** link on the left side of the home page. The JPAS disclosure screen appears (Figure 2).

Figure 2: JPAS Disclosure Screen



The JPAS Disclosure Screen features a header with the Department of Defense seal and the text "Joint Personnel Adjudication System (JPAS)". Below this, a purple box contains a privacy notice and a warning. The notice states that the system is for authorized U.S. Government use and that all use is monitored. The warning, in red, states that unauthorized use may result in criminal prosecution. At the bottom, there are two buttons: "AGREE" and "DISAGREE".

Joint Personnel Adjudication System
(JPAS)

UNDER THE PRIVACY ACT OF 1974, YOU MUST SAFEGUARD PERSONNEL INFORMATION RETRIEVED THROUGH THIS SYSTEM.
DISCLOSURE OF INFORMATION IS IAW AFI 37-132, AFI 33-219 AND PL 93-579.

!!WARNING!!

This is a Department of Defense computer system. This computer system, including all related equipment, networks, and network devices (specifically including Internet access), are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored.

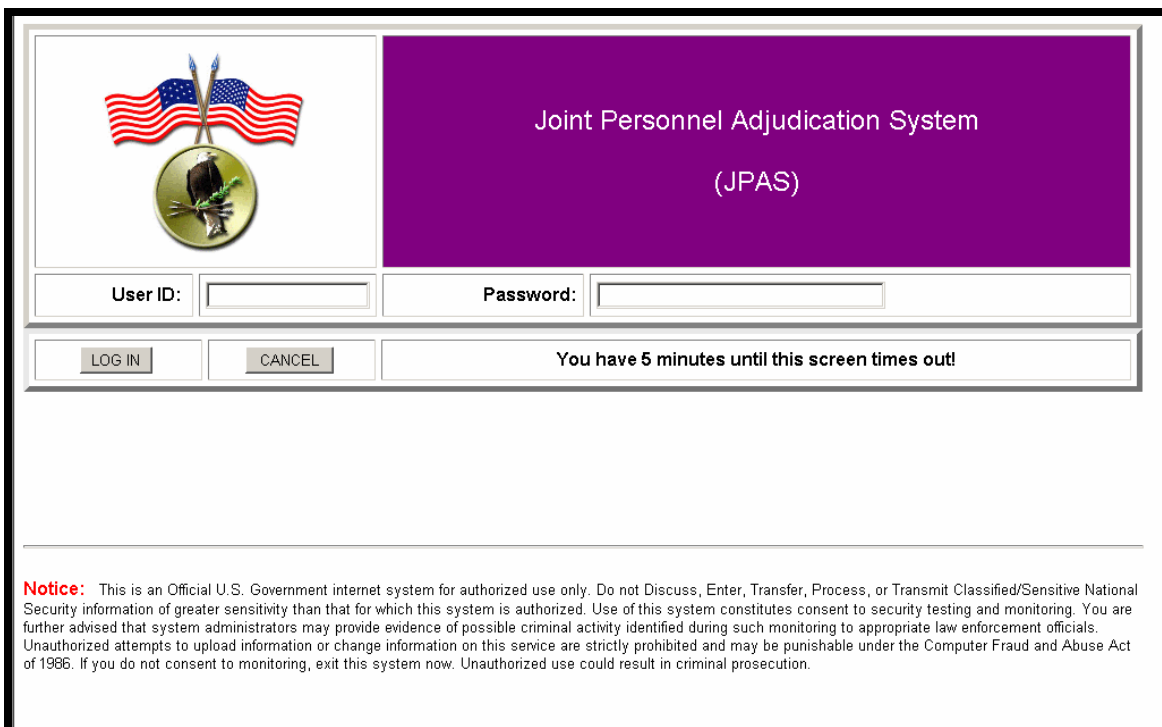
Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for these purposes.

AGREE DISAGREE

NOTE: The JPAS disclosure screen contains a message reminding you that JPAS is a highly secure system available only to authorized users. You must agree to all of the requirements stated in this message in order to gain access to the system. To consent to these requirements and proceed to the next step, select the **AGREE** button. If you are unable to comply with these requirements for any reason, select the **DISAGREE** button.

3. Click **AGREE**. The **JPAS** log in screen appears (Figure 3).

Figure 3: JPAS Log In Screen



The JPAS Log In Screen features a header with the Department of Defense seal and the text "Joint Personnel Adjudication System (JPAS)". Below this, there are two input fields for "User ID" and "Password". At the bottom, there are two buttons: "LOG IN" and "CANCEL". A message at the bottom right states "You have 5 minutes until this screen times out!". At the very bottom, a notice states that the system is for authorized use only and that all use is monitored.

Joint Personnel Adjudication System
(JPAS)

User ID: Password:

LOG IN CANCEL

You have 5 minutes until this screen times out!

Notice: This is an Official U.S. Government internet system for authorized use only. Do not Discuss, Enter, Transfer, Process, or Transmit Classified/Sensitive National Security information of greater sensitivity than that for which this system is authorized. Use of this system constitutes consent to security testing and monitoring. You are further advised that system administrators may provide evidence of possible criminal activity identified during such monitoring to appropriate law enforcement officials. Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986. If you do not consent to monitoring, exit this system now. Unauthorized use could result in criminal prosecution.

4. Type your **User ID** and **Password** in the appropriate text boxes. Remember that User ID and Passwords are case-sensitive.
5. Click **LOG IN**. The Choose Category/Level screen appears (Figure 4).

NOTE: Your eligibility and investigation are validated when you log onto the system. If you do not meet the necessary requirements, you will not be granted access to the system.

NOTE: A *Password Expired* message will appear the first time you log onto the system. Click **OK** and complete the steps described under **Creating a Permanent Password** below. If you already have a permanent password, skip to **Choosing Category/Level** on the next page.

Creating a Permanent Password

When your user account was created, the system automatically generated a temporary password for you. If this is the first time that you are logging onto the system, enter the **User ID** and temporary **Password** that has been given to you by the account manager who created your account. When you see the *Password Expired* message, select **OK** to open the **Change Password** dialog box. Here you must change the temporary password to a permanent one of your choice. Please follow these guidelines in creating your new password:

- Passwords are case-sensitive.
- Passwords must be between 10 and 20 characters in length.
- Passwords must contain at least two different lowercase letters, two different uppercase letters, two different numbers, and two different special characters.
- The new password can not be the same as any of the previous 10 passwords.
- The new password can not be any password used in the previous 18 months.

Once you have entered your new, permanent password, follow the prompts to confirm your new password and proceed to the next step. Be sure to protect the security of your password according to the policies of your organization.

Choosing a Category/Level

The JCAVS Choose Category/Level screen (Figure 4) is where you select the category or level that has been assigned to you. Your assigned level and category determine the menu options available to you.

NOTE: If you are assigned to a single Person Category and a single Level, the Welcome screen and Main Menu appear instead.

Table 1 identifies JCAVS levels and their associated functions and responsibilities.

Table 1: JCAVS Levels, Functions, and Responsibilities

Levels	Functions/Titles
Account Manager	Add, Modify, and Remove JCAVS user
Levels 2 and 3	SCI Personnel Security Professionals
Levels 4 and 5	Non-SCI Personnel Security Professionals
Level 6	Unit Security Manager
Level 7 (Read only)	Entry Control Personnel (Non-SCI)
Level 8 (Read only)	Entry Controller (SCI)
Level 10 (Visits only)	Visitor Control

Figure 4: Choose Category/Level screen

The screenshot shows a Netscape browser window titled "JPAS Choose Category/Role - Netscape". The address bar displays "https://204.230.206.200/JPAS/servlets/com.eds.jpas.client.servlets.JPASLoginServlet". The main content area has a heading "Choose Category/Level" in purple. Below the heading, there is a form with the following fields:

- User ID:** artmasq
- Person Category:** C - Active Duty (dropdown menu)
- Level:** Account Manager (dropdown menu)
- OK** button

Below the form, there is a red **Notice:** "Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives."

To choose a category and level:

1. Click the **Person Category** drop-down arrow and select your category.
2. Click the **Level** drop-down arrow and select your user level.

NOTE: Select **Account Manager** to create/update/deactivate a Security Management Office (SMO); add, modify, remove, log off, lock or unlock another user's account; or reset a user's password.

3. Click **OK**. The Welcome screen and Main Menu appear (Figure 5).

Note: The Welcome screen will display the last successful and unsuccessful logon time and date

JCAVS Welcome Screen and Main Menu

The JCAVS Welcome screen and Main Menu indicates you have successfully logged into JCAVS.

Welcome Screen

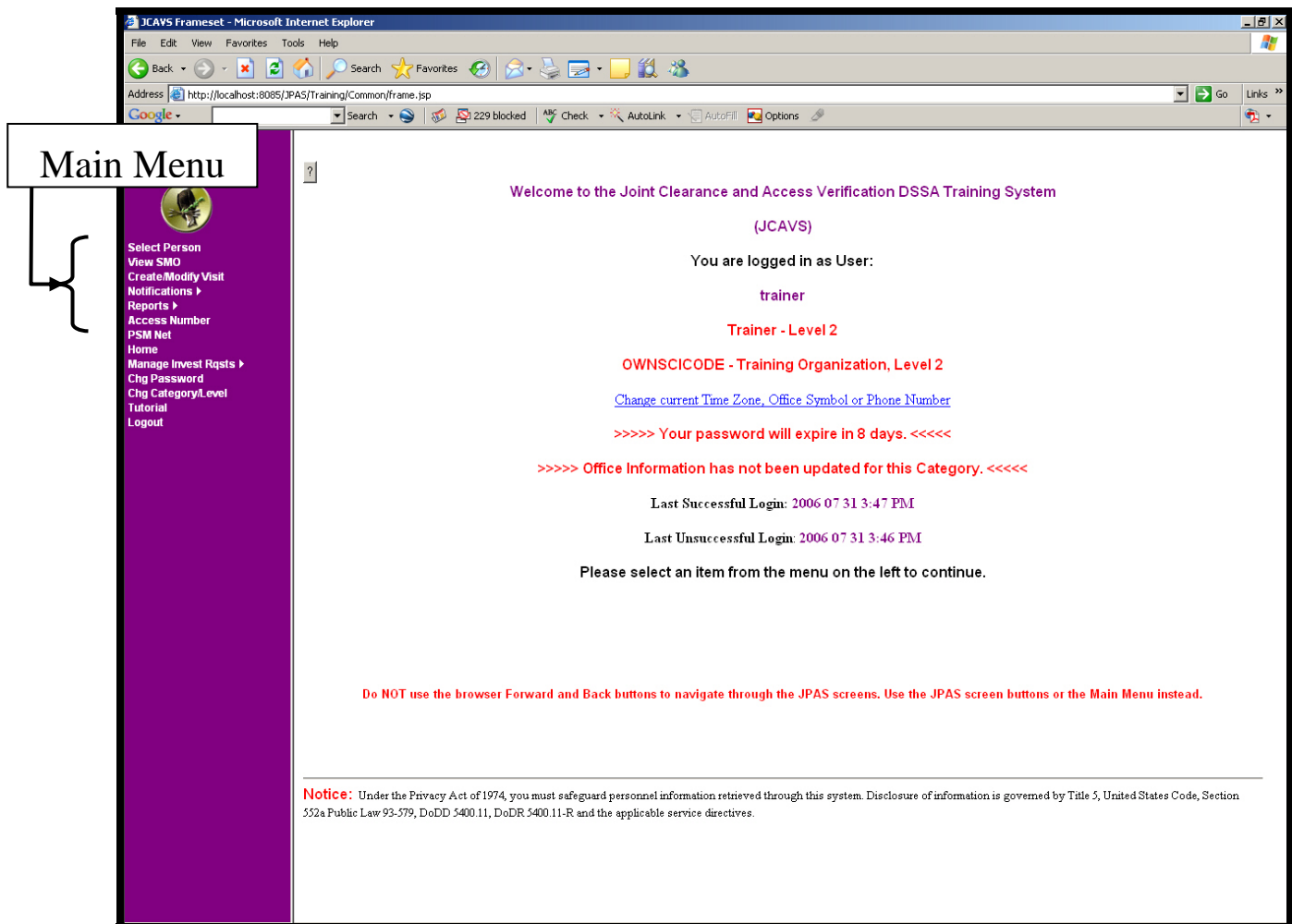
Your user ID and access level are displayed on the Welcome screen.

Main Menu

From the Main Menu, you can navigate to different system functions using the options listed on the Main Menu displayed to the left of the Welcome screen.

Note: The Welcome screen will display the last successful and unsuccessful logon time and date



Figure 5: JCAVS Welcome screen and Main Menu

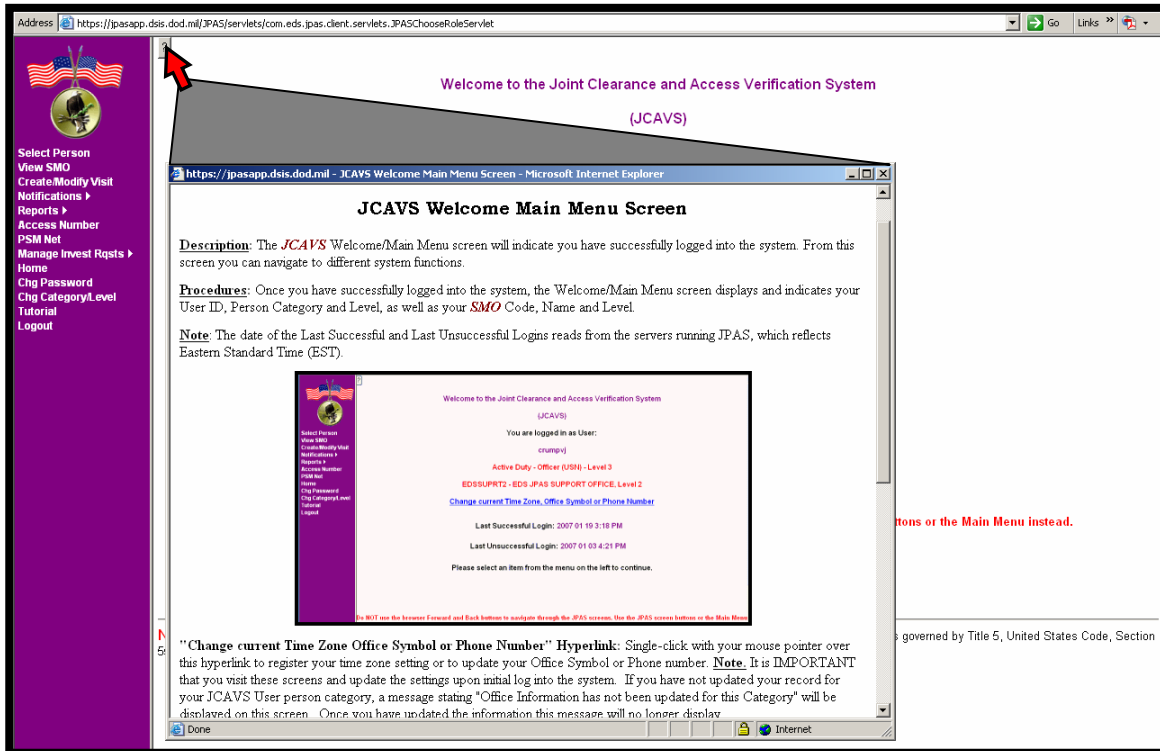


Where you can find additional help

Besides this Desktop Resource, there are two significant sources of information within JPAS; the online tutorial and the “Question mark.”

First, the question mark:

After logging into JPAS, every screen has a  in the upper left corner of the screen. Clicking on the  opens up another window containing helpful information describing features and acronyms about the current page. You can print the contents and select from a list of related topics.



Secondly, JCAVS has an online tutorial feature. On the left menu bar, click on **Tutorial**, to open the online tutorial. The JCAVS tutorial is a searchable database of various topics and operations.



Select Person
View SMO
Create/Modify Visit
Notifications ▶
Reports ▶
Access Number
PSM Net
Manage Invest Rqsts ▶
Home
Chg Password
Chg Category Level
Tutorial
Logout

Tutorial

JCAVS Tutorial

https://jpasapp.dsis.dod.mil - JCAVS - Microsoft Internet Explorer

Contents Index Search Glossary

JCAVS Clearance and Access Verification S

- Welcome to JCAVS Tutorial
- JCAVS Navigation Basics
- JCAVS Log In Screen
- JPAS Change Password Screen
- JPAS Choose Subsystem Screen
- JCAVS Choose Category Level Screen
- JCAVS Welcome Main Menu Screen
- JCAVS Select Person Screen
- JCAVS Log Out Function Screen
- JPAS Paging Functionality
- Account Management
- Notifications
- Person Summary Screen Functions
- Presidential Support Functions
- Reactivate Persons
- PSM Net Functions
- Reports

Welcome to JCAVS Tutorial

Getting Started: Click on a topic of interest within the Table of Contents folder located in the left frame. The help file for that topic will be displayed.

- Joint Clearance and Access Verificatio
- JCAVS Change Password Screen
- JCAVS Choose Category Level Scr
- JCAVS Log In Screen
- JCAVS Log Out Function Screen
- JCAVS Navigation Basics Screen
- JCAVS Organization Search Screen
- JCAVS Person Category Search Sc
- JCAVS Select Person Screen
- JCAVS User Level Description Spar
- JCAVS Visit Information Screen
- JCAVS Welcome Main Menu Screen
- JPAS Add Modify Non DoD Person :
- JPAS PSM Net
- JPAS Paging Functionality
- Account Management

Click on the Index, Search or Glossary folders to search for indexed terms, search by keyword, or lookup a

ugh this system. Disclosure of information is governed by Title 5, U

Office Information

You can change or update office information for a user's Person Category by selecting the **Change current Time Zone, Office Symbol or Phone Number** link located in the middle of the Welcome screen.

Entering Office Information

To enter office information:

1. Click on the **Change current Time Zone, Office Symbol or Phone Number** link. The Change Office Symbol/Telephone Number/Time Zone screen appears (Figure 6).
2. If applicable, type the new office symbol in the **New Office Symbol** text box.
3. From the **User's Current Time Zone** drop-down list select the correct **Time Zone**. The **Current Time Zone** is automatically populated with the selected time zone.
4. Type the appropriate information in the text boxes across the **Commercial** row under the headings: **Country Code**, **Area Code**, **Prefix and Exchange**, and **Extension**.
5. If applicable, type the appropriate information in the text boxes across the **DSN** row under the headings **Country Code**, and **Prefix and Exchange**.
6. Click **Save**. The JCAVS Welcome screen and Main Menu appears.

Figure 6: Change Office Symbol/Telephone Number/Time Zone screen

The screenshot shows a Netscape browser window titled "JCAVS Main Screen - Netscape". The address bar displays "https://204.230.206.200/JPAS/servlets/com.eds.ipas.client.servlets.JPASChooseRoleServlet". The page title is "Change Office Symbol/Telephone Number/Time Zone".

At the top, the user's name "BENSON, JOSEPH T" is displayed. Below it, the SSN, Grade (03), and Category (Active Duty - Officer (USAF)) are shown.

The form contains the following fields:

- *New Office Symbol: CCJ2
- *User's Current Time Zone: (drop-down menu)

Below these fields, the instruction "Enter New Phone Numbers Below:" is displayed. The form is organized into two rows of input fields:

	Country Code	*Area Code	*Prefix and Exchange	Extension
*Commercial:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DSN:	<input type="text"/>	<input type="text" value="8284967"/>		

At the bottom of the form, there are two buttons: "SAVE" and "CANCEL".

A **Notice:** is displayed at the bottom of the page, stating: "Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives."